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Assistant to DCI

Director of Training

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Class. ... S (C)

10 January 1955

Weekly Summary Report

... 31/01/78 ... 008

1. The Office of Training Catalog of Courses has been completed and is being distributed, together with a 1955 Schedule of Courses, to Training Liaison Officers throughout the Agency. Action was completed this week with DD/P representatives to insure appropriate field dissemination of the sanitised version of the Catalog.

2. Final arrangements have been completed for the Agency briefing for Foreign Service Inspection Corps personnel. In preparation for this briefing, a meeting will be held for all speakers participating in the program in the DCI Conference Room at 0930 on 13 January 1955. The Chief, Foreign Service Inspection Corps, has approved the program.

3. Junior Officer Trainee [redacted] at Lackland Air Force Base in the Officer Candidate School, has been selected by General Harmon, new Superintendent of the Air Force Academy, as the [redacted] for the first Air Force cadet class. 25X1A9a 25X1A

4. Representatives of the Office of Training and DD/P have reached agreement on the presentation of a pilot country survey program on China to be initiated during the summer of 1955. [redacted] will conduct the course for approximately twelve DD/P-FE personnel. On this basis other interested offices in the Agency will be invited to participate. 25X1A5a1

5. The forty CIA Career Development slots, heretofore administered by and charged against the TO of the Office of Training, have been transferred to the Office of Personnel, effective 15 December 1954.

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6. Five-year Career Development Plans for all personnel in the Language and External Training School, Office of Training, were completed and submitted to the Secretary, OTR Career Service Board, on the first working day of January. Similar plans for all other Office of Training personnel will be completed by May 1955.

[redacted]

MATTHEW BAIRD

MB:ep (10 January 1955)

cc: DD/P
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AD (Commo)

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